



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, California 95825
www.ca.blm.gov



July 19, 2002

In Reply Refer to:
1520 (P)
CA-944

EMS TRANSMISSION: 7/19/02
Information Bulletin No. CA-2002-051

To: California Accountable Officers

From: State Director

Subject: Disposal of Excess Property

In response to the recent Washington Office review of the California field offices, as well as the KPMG audit of the Business Center, it is useful to review the requirements and the resources available for disposal of excess property. The KPMG audit revealed that an significant amount of excess equipment is accumulating in California field offices, well beyond the useful life and/or it's donation appeal. The attached WO Instruction Memorandum 2002-148, establishes the policy directing the disposal of excess equipment. It is important to note that excess equipment must be disposed of within *15 work days* after the disposal action is approved by the State Office.

The following URL for the Denver Business Center home page contains a wealth of information, including links pertaining to property, fleet, quarters and Fixed Assets. Both BLM and Interior property regulations can be found on this web page, as well as the hierarchy of disposal options to use in a particular disposal situation. A hard copy of these regulations was also made part of the binders distributed during the February 2002 property training in the State Office.

<http://ncweb.sc.blm.gov/property>

Executive Order 12999 requires that the first priority for disposal of excess computer equipment be the local schools, using the Stephenson-Wydler Act or E.O. 12999. However, because a number of field offices are accumulating older technology which is no longer desired by the schools, other disposal options must be considered for computer equipment and/or property that has recyclable content. The local landfill is not an acceptable disposal site. A number of additional options are summarized as follows:

1. **Other Federal Agencies**

- ▶ If property is considered usable by another Federal agency, submit an Available Property Report to Denver

2. **State Agency for Surplus Property (SASP)**

- ▶ Northern California SASP - Sacramento - 916.928.4630
- ▶ Southern California SASP - Fullerton - 714.449.5900

The SASP will take any excess property from Federal agencies. An appointment must be made to arrange to drop off the items which are submitted to them on an SF-120.

3. **Public Bodies**

Once the SASP has declined interest in excess property, it can then be made available to non-Federal entities, i.e., tax-based groups. See BLM 1520-6 for examples of eligible groups.

Although some groups are not considered eligible BLM donees, excess property may still be provided for them. Such groups would need to 'register' with the State to become eligible. At that point, the SASP could be used to supply the property to them.

4. **UNICOR** - link: http://unicor.gov/online_store/storefront_recycling.htm

UNICOR has entered into an agreement with the Department of the Interior to de-manufacture excess computer equipment. De-manufacturing refers to the disassembly of computer equipment and salvage other materials, such as the glass in monitor screens. Executive Order 13101 requires that ADP equipment be recycled, not destroyed and subsequently sent to landfills. UNICOR currently has one California facility operating in Atwater (near Fresno). UNICOR will send a truck to pick up excess computer equipment as long as the weight totals a minimum of 17,500 pounds. Offices must bear the cost of shipping weights less than this amount.

5. **Recycling Centers** - Check local phone directories.

To reiterate the point above, BLM cannot destroy ADP equipment any longer due to the fact that the hazardous materials used in their manufacture most often ends up in our local landfills. Most counties have recycling centers and/or de-manufacturing facilities that can be utilized.

6. **Public Sale**

Step-by-step instructions on public sales are posted on the Denver website, under the "Disposal" link. This may be an ideal option for many, but the economics versus the labor involved must be considered.

The disposal process can be run efficiently and effectively with little effort. It is important to give steady attention to these procedures in order to keep the disposal process under control. Questions concerning this IB may be directed to Dona Maxcy at (916) 978-4314.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
WO IM 2002-148 (2 pp)

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240**

April 16, 2002

In Reply Refer To:
1520 WO-850 (BC-651)P

EMS TRANSMISSION 04/17/2002
Instruction Memorandum **No. 2002-148**
Expires: 09/30/2003

To: All Washington Office and Field Officials
Attn: Property Managers/Technicians

From: Assistant Director, Business and Fiscal Resources

Subject: Requirements for Processing Disposal Transactions

Program Area: Personal Property Management

Purpose: This Instruction Memorandum (IM) establishes the BLM policy when processing disposal documents for accountable capitalized property, sensitive property, and all locally managed property not found in the BLM Fixed Assets Personal Property System.

Implementation and adherence to this policy will improve the financial audit trail between the acquisition costs identified on disposal source documents for each asset and the acquisition cost maintained in the BLM Fixed Assets Personal Property System.

Policy/Action: This policy requires that all disposal actions, except where employee liability is under consideration or review, must be completed within 15 work days from the date disposal actions are approved. Additionally, one of the following actions by State and Field Office property managers and technicians is required when they process disposal source documents (i.e., DI-103, Report of Survey; DI-103A, Certificate of Unserviceable Property; DI-104, Transfer of Property (trade-ins); and General Services Administration disposal/exchange documents):

1. For capitalized and sensitive property, review the Fixed Assets system to obtain and post the appropriate acquisition cost for each asset. This information can be readily found in the Fixed Asset Summary Table.

2. For all other types of property (e.g., desks, chairs, and other noncontrolled equipment), that are not recorded and/or tracked in the Fixed Assets system, determine an estimated value

based on your best judgment. This should include comparing similar costs for the type of assets identified and reported.

Timeframe: This policy is effective upon receipt.

Budget Impact: There is no budget impact anticipated.

Background: During the Fiscal Year (FY) 2001 Financial Statement Audit pursuant to the Chief Financial Officer's Act, the KPMG auditors identified a Notice of Finding and Recommendation (NFR) that requires our prompt corrective action. The NFR stated, "The BLM did not have the adequate source documents to support the cost of certain items capitalized and disposed of during FY 2001."

Manual/Handbook Sections Affected: The BLM Manual Section, 1520, sec. D, Document Processing Requirements (new addition), and the BLM Guidebook, G-1520-1, Chapter 6, Personal Property Disposal, sec. 1V.

Coordination: This IM was coordinated with the National Business Center (NBC) Property Operations Branch; NBC Financial Statements and Reporting Division; Washington Office Property, Acquisition, and Headquarters Services Group; and NBC Property Policy, Analysis, and Oversight Office.

Contact: Personal property inquiries can be directed to the NBC Property Operations Branch, BC-653, Gwen Rush, at (303) 236-9465. Policy questions should be directed to Jim Crews, Property Policy, Analysis, and Oversight Office, at (303) 236-4676.

Signed by:
Tom Walker
Acting Assistant Director
Business and Fiscal Resources

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

Directives forwarded to State Director, CA-940, CA-944, D. Maxcy

4/17/02